

Purpose	2
General Information	2
Improvements with EdLink Security from Legacy Security Systems	2
First Steps for All	2
Create a Username and Password	3
Change User Information or PIN	7
Forgot Password	9
Link Username and Staff ID	10
Need Help?	10
EdLink Security Functions	11
Log into EdLink Security	11
Request Access	11
Security Coordinator Approval/Modification/Rejection	14
Search Staff Permissions	15
Status of Requests	15
Email Notifications	16
EdLink Security Workflows	17
Approval Workflow	17
Security Coordinator Setup	17
Staff and School System Leaders Gaining Access to a System	17
New School System Leader in EdLink Security	18

Purpose

The purpose of this document is to describe the expected user experience and functionality within EdLink Security. By 2024 EdLink Security will completely replace the Totally Automated Security System (TAS).

General Information

There are three URLs utilized in this process:

- Create a username and password or reset a password:
 - <https://My.LA.gov>
- Request and approve access:
 - <https://registration.edlink.la.gov/>

Browser: Use a modern browser such as Google Chrome or Edge (*Internet Explorer will not allow all functionality*)

Improvements with EdLink Security from Legacy Security Systems

- Currently security is provisioned by multiple different systems, EdLink Security will streamline all provisioning rights into one user friendly system for all LDOE data systems
- Currently users who have multiple roles within a school system as well as users who support multiple school systems must maintain multiple logins, EdLink Security will allow a user to have access to multiple data systems as well as all school systems they support with one user ID and password
- Some processes currently require email exchanges and submission of paper or PDF documents. EdLink Security pulls all of those processes within the system and streamlines these processes.

First Steps for All

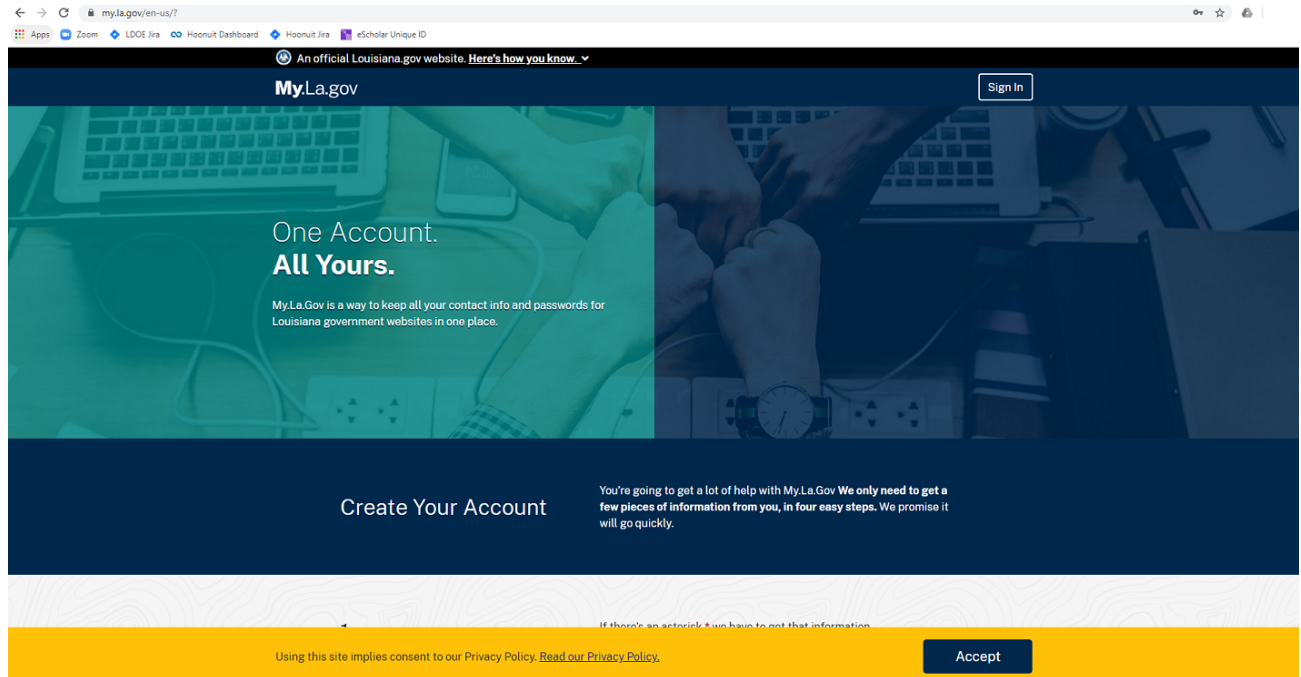
The first steps for anyone wishing to access EdLink Security or one of the systems that uses it to provision access is to create a username and password and to link that username with eScholar Staff ID. (An EdLink Ops Enhancement will allow automation of many of these steps. This enhancement will be available in Spring 2022.)

1. See the [Create a Username and Password](#) section of this guide for steps to set up a username and password for the first time.
 - If you have already created a username, but need to change information or your password see the [Change User Information or PIN](#) and [Forgot Password](#) sections of this guide.
2. See the [Link Username and Staff ID](#) section of this guide for steps on how to link the username you create with your eScholar Staff ID.

Create a Username and Password

Usernames and passwords are created and managed by the staff member on the My.LA.gov website.

1. Go to: <https://My.LA.gov>



2. Click "Read our Privacy Policy" to review the MyLA privacy policy and click "Accept" to accept it.

Using this site implies consent to our Privacy Policy. [Read our Privacy Policy.](#)



Accept

3. Scroll down on the page to find space to create your account. Fill in the questions. Required fields are marked with an *. Help links are available on some fields to give you more information.

Create Your Account

You're going to get a lot of help with My.La.Gov **We only need to get a few pieces of information from you, in four easy steps.** We promise it will go quickly.

1

Tell us about yourself.

If there's an asterisk * we have to get that information.

* First Name

Middle Names

This is optional.

* Last Name

[Next Section](#) ↓

Usernames must be at least 8 characters. Click on “Want help making a user ID” to see more about what is required in a username. Remember, this ID will be used to log into LDOE systems. Please use something unique, but easy for you to remember such as your name.


2

Let's start your account.

We need to get some information to start. We'll ask you to create a User ID and a password.

If there's an asterisk * we have to get that information.

* User ID

[Want help making a User ID?](#) 

* Password

☐ Show Passwords

[Want help making a Password?](#)

* Confirm Password

[Previous Section](#) [Next Section](#) ↓

Please use your work email address for your account.

3

Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

If there's an asterisk * we have to get that information.

* New PIN

* Confirm New PIN

[Previous Section](#)

[Next Section](#)

4

How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

You only have to type the numbers, nothing else. Start with your area code.

* Email Address

[Previous Section](#)

[Next Section](#)

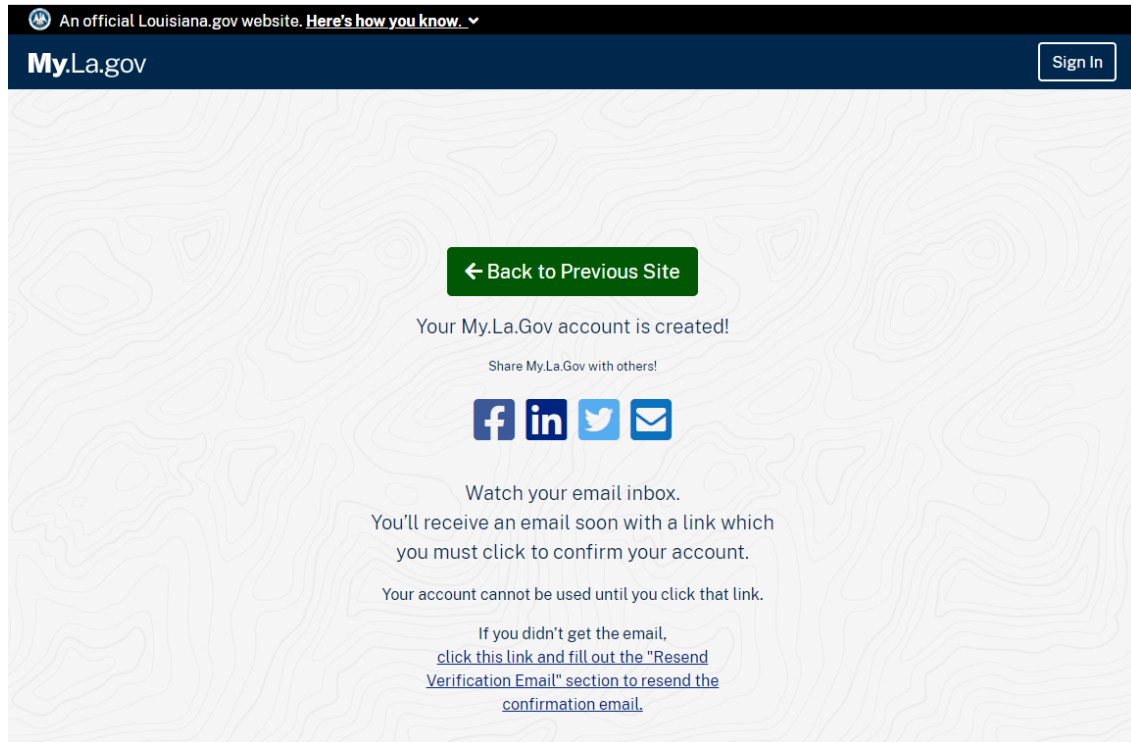


Click "Create Your Account" when finished.

That's it!

Create Your Account

- You will receive a confirmation page and confirmation email. You must click the link in the confirmation email to activate your account.



eml-svc-iam-uat-ea

[Action Required] Please Confirm Your Email Address

To

Hello

In order to complete the account creation process, please click the hyperlink below ("Confirm Your Email") to confirm that you have received this email.

After clicking this link you will be directed back to the Self-Service Portal to log in with your User ID and password.

Confirm Your Email



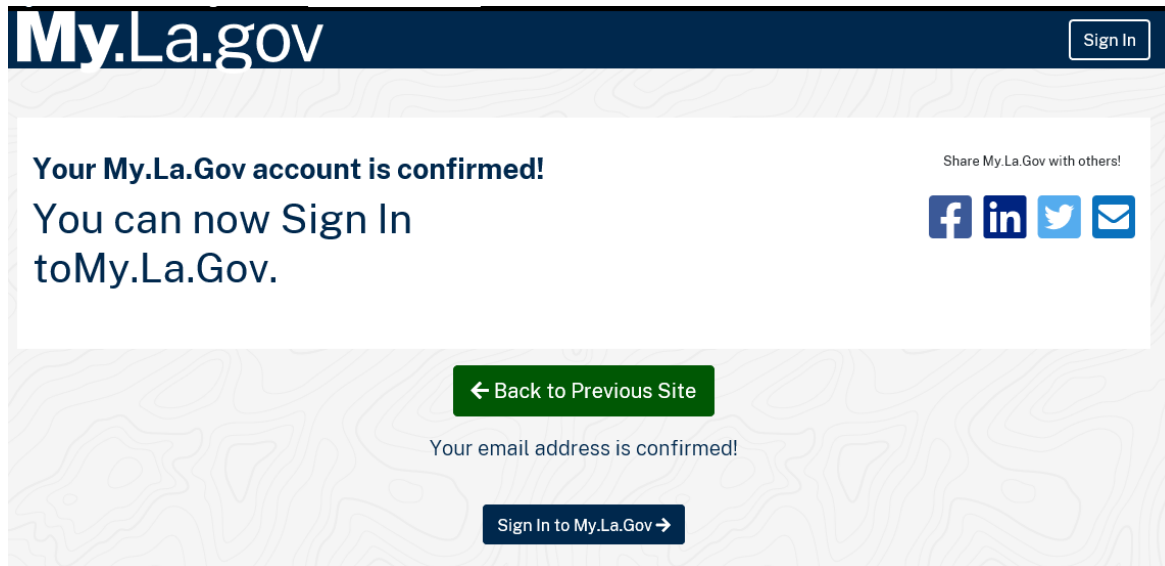
This link will expire in 24 hours.

Details: Our records indicate that you have initiated the creation of a State of Louisiana account with User ID kaylieloupe on 04/07/2020 at 13:55:34.

Thank you,
Louisiana Access Service Technology

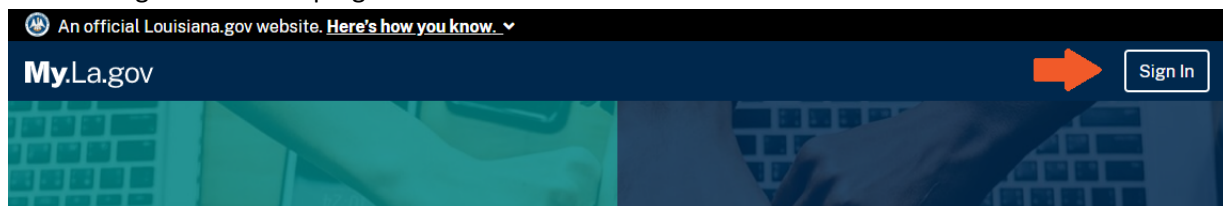
NOTE: Please do not reply to this message. Email sent to this address is not monitored.

5. You will receive this screen when your email has been confirmed.

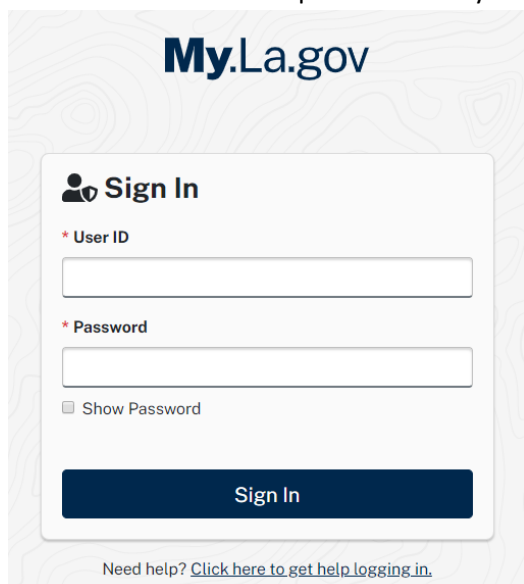


Change User Information or PIN

1. Go to <https://My.LA.gov>
2. Click on "Sign In" in the top right corner.



3. Enter the username and password that you created.



4. You may change profile information here as necessary.

An official Louisiana gov website. [Here's how you know](#) ▼

MyLa.gov Sign Out

Account Home


What will you update?

Share MyLaGov with others!

[f](#) [in](#) [t](#) [e](#)

[← Back to Previous Site](#)

If you need to update any information in your account, use the forms below.

 **Your Name**

MyLa.Gov is how Louisiana's government agencies know how to contact you. What's your name?

If there's an asterisk * we have to get that information.


* First Name

Middle Names

This is optional.

* Last Name

[✓ Update Name](#)

 **Contact Info**

Keep MyLa.Gov up to date with your information.


If there's an asterisk * we have to get that information.

Telephone

You only have to type the numbers, nothing else. Start with your area code.

* Email Address


[✓ Update Contact](#)

 **Password**

If you want to change your password, be sure to follow our guidelines for making a strong password.

Click the button below to change your password. We'll take you to the screen where you update it. When you're finished, we'll bring you back here.

[✓ Update Password](#)

 **PIN**

Choose the six digits for your PIN. Be sure to remember them!

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

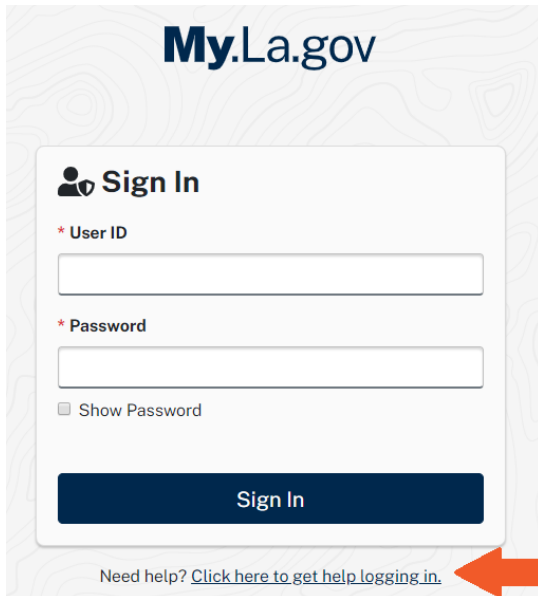
If there's an asterisk * we have to get that information.

* New PIN * Confirm New PIN

[✓ Update PIN Number](#)

Forgot Password

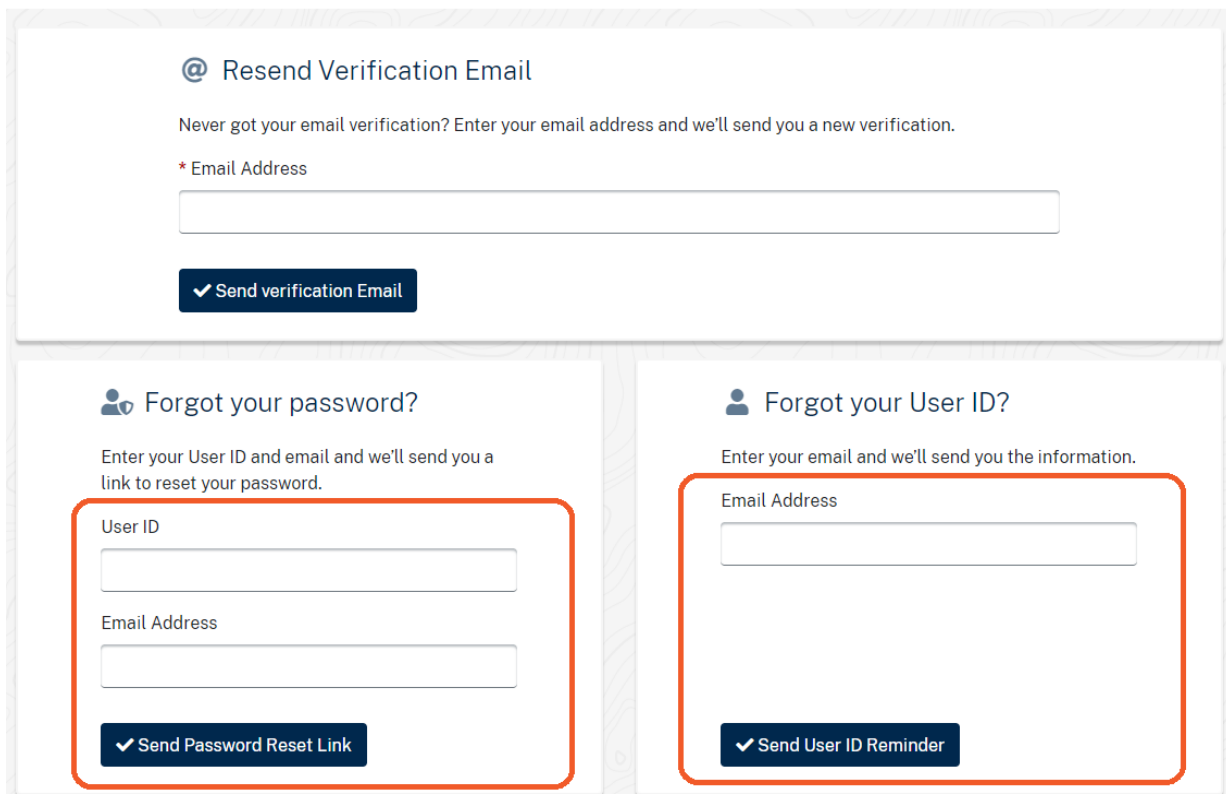
1. Click on "Click here to get help logging in."



The image shows the My.La.gov Sign In page. It has a 'Sign In' header with a user icon. Below it are two input fields: '* User ID' and '* Password'. There is a 'Show Password' checkbox. A dark blue 'Sign In' button is at the bottom. At the very bottom, there is a link: 'Need help? [Click here to get help logging in.](#)'. A red arrow points to this link.

2. Enter the information for the help that you need and follow the steps on the screen.

What help do you need?



The image shows three help screens. The top screen is titled '@ Resend Verification Email' and asks 'Never got your email verification? Enter your email address and we'll send you a new verification.' It has an '* Email Address' input field and a '✓ Send verification Email' button. The bottom left screen is titled 'Forgot your password?' and asks 'Enter your User ID and email and we'll send you a link to reset your password.' It has 'User ID' and 'Email Address' input fields and a '✓ Send Password Reset Link' button. The bottom right screen is titled 'Forgot your User ID?' and asks 'Enter your email and we'll send you the information.' It has an 'Email Address' input field and a '✓ Send User ID Reminder' button. The bottom two screens have orange borders around their input fields.

Link Username and Staff ID

The local eScholar Staff ID manager will need to assist in this step of getting set up. They will need the username (not the password) created at My.LA.gov.

1. In eScholar StaffID, search for the person by the first/last name or by StaffID
2. Select the appropriate record
3. Select the EDIT STAFF button at the bottom right of the page
4. The State User ID Customer Defined Field will appear (see under the address section)
5. Enter the Username from My.LA.gov
6. Select the UPDATE STAFF RECORD button at the bottom right of the page

Need Help?

MyLA is an enterprise username and password solution that is available for use by all state agencies in Louisiana, not just LDOE. If a user needs help specifically with the My.LA.gov application they should use the help button in the application.

Users needing assistance with EdLink Security should contact their security coordinator.

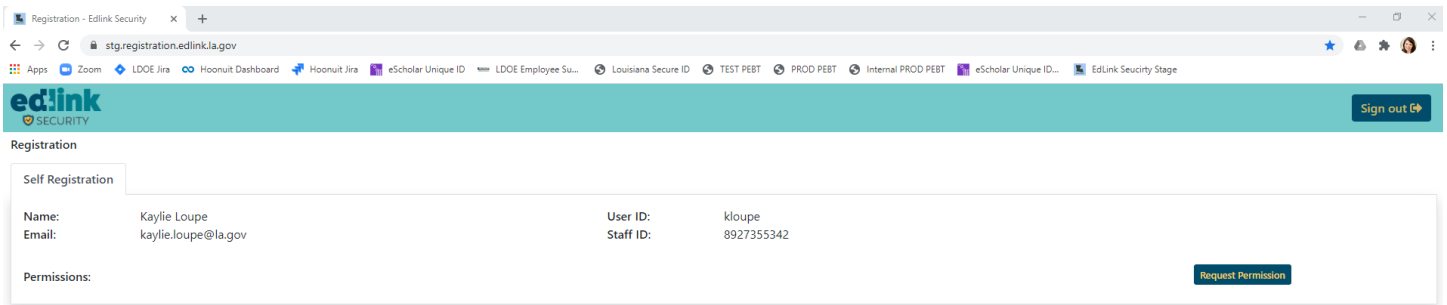
Local Security Coordinators needing assistance for themselves or their users should contact their district/school system security coordinator.

District/Security System Security Coordinators needing assistance for themselves or their users should contact LDOE.

EdLink Security Functions

Log into EdLink Security

1. Go to registration.edlink.la.gov.
2. Log in with the username and password from My.LA.gov.
3. After logging in the user will see the registration screen with their personal information. (name, email address, User ID, Staff ID, and permissions)



The screenshot shows a web browser window with the URL stg.registration.edlink.la.gov. The page has a teal header with the "edlink SECURITY" logo and a "Sign out" button. Below the header, there's a "Registration" section with a "Self Registration" tab. The registration form displays the following information:

Name:	Kaylie Loupe	User ID:	kloupe
Email:	kaylie.loupe@la.gov	Staff ID:	8927355342

Below the form, there's a "Permissions:" label and a "Request Permission" button.

Request Access

These are the general steps that should be followed to request any access within the EdLink Security portal.

1. To request access click on the *Request Access* button on the registration screen.

Request Permission

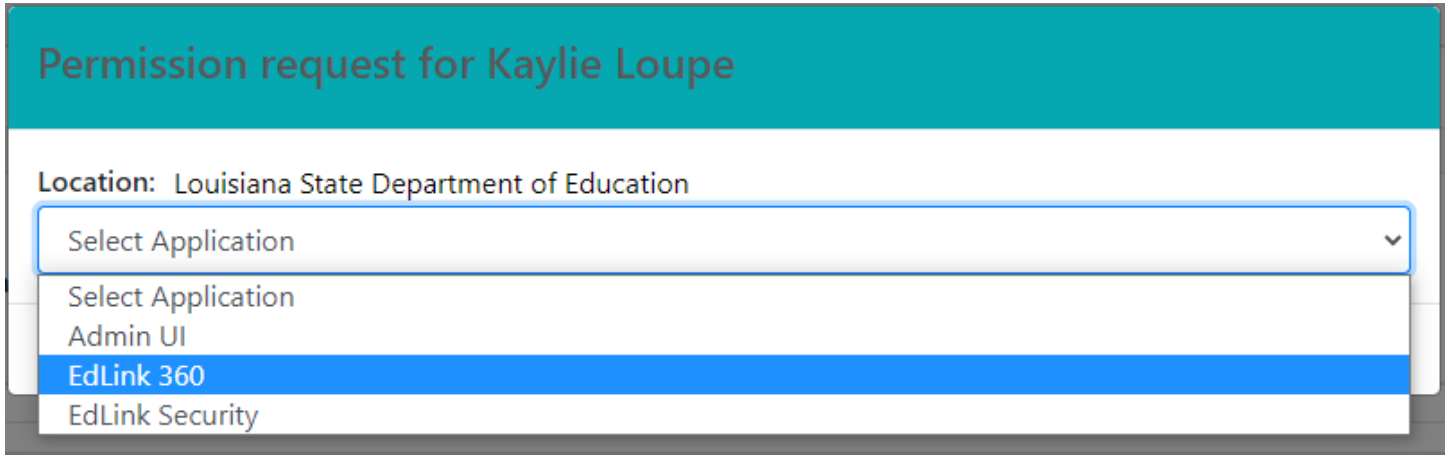
2. A box will pop up asking for your location. Start typing the name of your school system and select your location. Traditional school systems location names end in "School System". Or you can select an individual school to have access to.

Permission request for Kaylie Loupe

Select Location ...

Cancel Request

3. Select the application you want to request access to.

A screenshot of a web interface titled "Permission request for Kaylie Loupe" in a teal header. Below the header, the text "Location: Louisiana State Department of Education" is displayed. A dropdown menu is open, showing a list of applications: "Select Application", "Admin UI", "EdLink 360" (highlighted in blue), and "EdLink Security".

Permission request for Kaylie Loupe

Location: Louisiana State Department of Education

Select Application

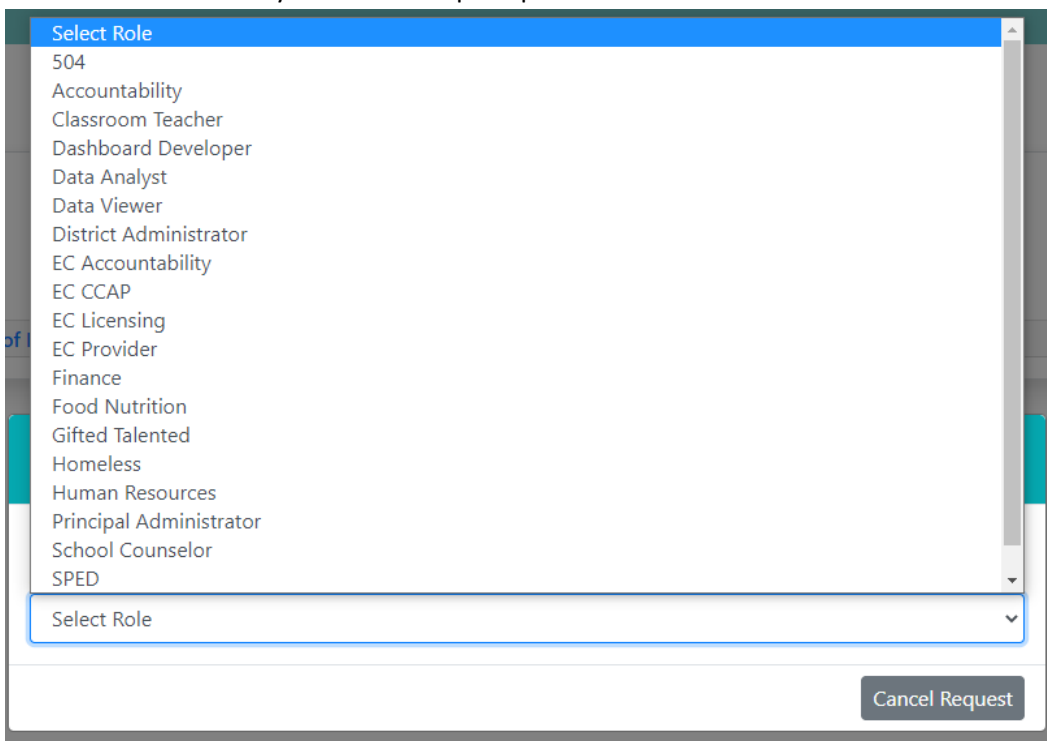
Select Application

Admin UI

EdLink 360

EdLink Security

4. Select the role you want to request permission for.

A screenshot of a web interface showing a dropdown menu titled "Select Role". The menu is open, displaying a list of roles: "504", "Accountability", "Classroom Teacher", "Dashboard Developer", "Data Analyst", "Data Viewer", "District Administrator", "EC Accountability", "EC CCAP", "EC Licensing", "EC Provider", "Finance", "Food Nutrition", "Gifted Talented", "Homeless", "Human Resources", "Principal Administrator", "School Counselor", and "SPED". A "Cancel Request" button is visible at the bottom right of the interface.

Select Role

504

Accountability

Classroom Teacher

Dashboard Developer

Data Analyst

Data Viewer

District Administrator

EC Accountability

EC CCAP

EC Licensing

EC Provider

Finance

Food Nutrition

Gifted Talented

Homeless

Human Resources

Principal Administrator

School Counselor

SPED

Select Role

Cancel Request

5. Select the permission level you are requesting. Then click *Submit Review*. District Security Coordinator's requests are routed to LDOE for review and approval. Local Security Coordinator and School System staff requests are routed to the District Security Coordinator for review and approval. Site specific requests are routed to the Local Security Coordinator for approval, if a Local Security Coordinator does not exist they are routed to the District Security Coordinator.

Permission request for Kaylie Loupe

Location: Louisiana Department of Education

Application: EdLink 360 (Staging)

Role: Dashboard Developer

Permissions:

Select All	<input type="checkbox"/>
Student Name	<input type="checkbox"/>
Student SSN	<input type="checkbox"/>
Student Address	<input type="checkbox"/>
Student DOB	<input type="checkbox"/>
Staff Name	<input type="checkbox"/>
Staff SSN	<input type="checkbox"/>
VAM	<input type="checkbox"/>
Praxis	<input type="checkbox"/>
Direct Match	<input type="checkbox"/>
Scholarship/TDR	<input type="checkbox"/>
Evaluation Data	<input type="checkbox"/>
Early Child	<input type="checkbox"/>
K-12	<input checked="" type="checkbox"/>

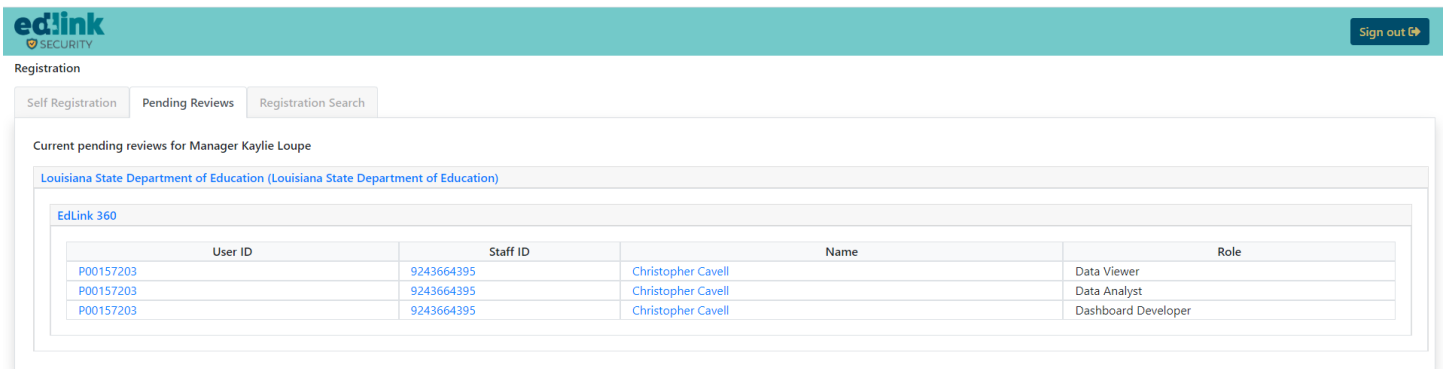
Submit Review

Cancel Request

Security Coordinator Approval/Modification/Rejection

District and local security coordinators review, approve, modify, or deny requests for access to data systems via the Pending Requests tab in EdLink Security.

- To review the requests pending for your approval select the *Pending Reviews* tab. All pending requests will be listed by location and by system.



Registration

Self Registration Pending Reviews Registration Search

Current pending reviews for Manager Kaylie Loupe

Louisiana State Department of Education (Louisiana State Department of Education)

EdLink 360

User ID	Staff ID	Name	Role
P00157203	9243664395	Christopher Cavell	Data Viewer
P00157203	9243664395	Christopher Cavell	Data Analyst
P00157203	9243664395	Christopher Cavell	Dashboard Developer

- Click the user ID of the staff member to review their request. A box will pop up with the permissions they requested for the role they requested.

EdLink 360 Permission Request for Christopher Cavell

Role	Permission	Status	Approval
Data Viewer	Student Name	No Access	<input type="checkbox"/>
Data Viewer	Student SSN	No Access	<input type="checkbox"/>
Data Viewer	Student Address	No Access	<input type="checkbox"/>
Data Viewer	Student DOB	No Access	<input type="checkbox"/>
Data Viewer	Staff Name	Review 7/20/2020	<input checked="" type="checkbox"/>
Data Viewer	Staff SSN	No Access	<input type="checkbox"/>
Data Viewer	VAM	No Access	<input type="checkbox"/>
Data Viewer	Praxis	No Access	<input type="checkbox"/>
Data Viewer	Direct Match	No Access	<input type="checkbox"/>
Data Viewer	Scholarship/TDR	No Access	<input type="checkbox"/>
Data Viewer	Evaluation Data	No Access	<input type="checkbox"/>
Data Viewer	Early Child	No Access	<input type="checkbox"/>
Data Viewer	K-12	No Access	<input type="checkbox"/>

View Notifications

Add Notification


Submit Review

Close

- To **approve** the request, click the *Submit Review* button.
To **modify** the request select the checkboxes next to the roles you wish the staff member to have access to then click the *Submit Review* button.
To **reject** the request, unselect all checkboxes and click *Submit Review*.

Search Staff Permissions

Local security coordinators may search staff and their permissions within EdLink Security. Select the *Registration Search* tab. You can search by User ID, Staff ID, or Name.


[Sign out](#)

Registration

Self Registration
Pending Approvals
Registration Search

Search User:

Kaylie Loupe User Id: kloupe Staff Id: Email: Kaylie.Loupe@la.gov

Status of Requests

Staff may review the status of their requests on the *Self Registration* tab.

Permissions: [Request Permission](#)

Louisiana State Department of Education (Louisiana State Department of Education)

[EdLink Security](#)

Role	Permission	Status
Statewide	Manager	Approved 7/20/2020

EdLink Security Statewide Notifications: [Add Notification](#)

[EdLink 360](#)

Click on the hyperlinked status of the request to see more details.

Status History

Role	Permission	Action	Action Date	Action By
Statewide	Manager	Approved permission request	07/20/2020	SYSTEM

Close

Email Notifications

Email notifications are sent from EdLink Security when requests are approved or denied. Email notifications are also sent to the local security coordinator nightly when there are pending requests for their review.

☐ EML-SVC-DOE-Servers

EdLink Security Permission Manager Review Notification

To  Kaylie Loupe

EdLink Security

This is to notify you of the following pending permission requests for your review at <https://registration.edlink.la.gov/> :

8/7/2020 Bobby Collins - EdLink 360 - Development

8/7/2020 Bobby Collins - EdLink 360 - Staging

Count: 2

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

EdLink Security Workflows

Approval Workflow



Requests will route to the first available approver level for the location requested. If a location does not have a staff member set up as an approver for a level, then the request will route to the next level approver.

Security Coordinator Setup

Users wishing to be a security coordinator must first ensure they have a username created and linked with eScholar. See the [First Steps for All](#) section of this guide.

Next, users can request to be a security coordinator via the EdLink Security Registration Portal.

- Location: Local school system or local school location
- Application: EdLink Security
- Role: Local or District
- Permissions: Security Coordinator

Security coordinators must be approved by the next level approver for the location. See the approval workflow.

Staff and School System Leaders Gaining Access to a System

All users wishing to gain access to a system that has security provisioned by EdLink Security will need to ensure they have a username created and linked with eScholar. See the [First Steps for All](#) section of this guide.

Next, users can request access to a system via the EdLink Security Registration Portal.

- Location: Local school system or local school location
- Application: System user wishes to have access to
- *Role: The role that best fits the job duties of the user
- *Permissions: The level of data the user wishes to access

*Refer to system specific guides for roles and permissions available for each system.

System access requests must be approved by the next level approver for the location. See the approval workflow.

New School System Leader in EdLink Security

Local superintendents and school system leaders will need access to EdLink Security in order to approve security coordinators for their school system and to request access to data systems.

Users wishing to be a school system leader in EdLink Security must first ensure they have a username created and linked with eScholar. See the [First Steps for All](#) section of this guide.

Next, users can request to be a security coordinator via the EdLink Security Registration Portal.

- Location: Local school system
- Application: EdLink Security
- Role: District
- Permissions: Superintendent

School system leaders/superintendents must be approved by the LDOE Security Coordinator.